



Position: Property & Acquisition Specialist 3 (179K-71013207)

Division: Property Tax, Ratio Valuation Section

Location: Richland, WA

Notice: NB00020792*

OPENS: February 23, 2010

CLOSES: March 1, 2010

Property & Acquisition Specialist 3 - Richland, WA

\$3,726 - \$4,888 Monthly (range 54), Compensation may vary depending on qualifications.

Primary Duties:

Performs complete appraisals of both real and personal property for the purposes of inter-county equalization in the Department's annual Ratio Study. Plans, coordinates, appraises, reports, and defends real and personal property appraisals for determining market value. Chooses and applies appropriate valuation techniques in developing appraisals; prepares reports in compliance with Uniform Standards of Professional Appraisal Practices (USPAP). Perform appraisals of both real and personal property including commercial, manufacturing, industrial, and agricultural businesses.

Required Qualifications:

Bachelor's degree involving major study in business or public administration, finance, real estate, economics, accounting, or related field AND two years of experience in activities such as non-residential property management, title examination, relocation assistance, or selling, leasing, or buying commercial real estate, or auditing and/or appraising real or personal property,

OR

One year of experience as a Property & Acquisition Specialist 2 or equivalent experience.

Additional qualifying experience may be substituted for the Bachelor's degree.

In addition, the successful candidate will demonstrate the following competencies:

- Ability to effectively identify, collect, organize, and document data and information in ways that make the information most useful for internal and external purposes.
- Ability to effectively utilize technologies that are necessary to conducting the business of the organization.
- Ability to communicate clearly and effectively in writing.
- Ability to accurately listen, understand, and effectively express ideas and information through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of an individual or group.

Compensation:

\$3,726 - \$4,888 Monthly (range 54), Compensation may vary depending on qualifications.

Benefits:

Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

How to Apply**For permanent Washington state employees**

1. Go to: <http://www.careers.wa.gov/RegisterNow.htm>. You will see Steps 1 through 3 on this site. Follow **Step one – Login to Employee Self Service**. After you have logged in, **Step two – Enter your e-mail address** if you need to update or check to see if your email address is correct. Then **Step three – Click on My Careers Tab**. Complete these three steps before going to #2 below.
2. In the My Career Tab, click on [Apply Directly](#).
3. In the reference code field, enter **NB00020792*** and click on [Start Search](#).
4. Click on the link [Property & Acquisition Specialist 3 - Richland, WA](#) under the **Job Posting** column heading to view the complete announcement and apply. Click through all the tabs along the top to complete your application and a questionnaire.
5. Attach your current resume with employment history and education through the **Attachments** tab.
6. Submit a cover letter summarizing how your knowledge, skills and abilities meet the qualifications of this position under the **Cover Letter** tab.
7. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
8. If you would like to see the status of your application, click on [View Profile and Application History Statuses and Scores](#) under the **My Job Search and Application** column heading on the **Job Seeker Start Page for State of Washington Employees**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

For job seekers who are not permanent state of Washington employees

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on [Register Now](#) under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click [Register](#). You are encouraged to build your profile in the system by clicking [Option 1: Build Resume Profile](#) under the header **My Resume**. Returning users can log-in by clicking the [Job Seekers Login](#) button.
3. Click on [Apply Directly](#) under the heading **My Job Search and Applications**.
4. In the reference code field, enter **NB00020792*** and click on [Start Search](#).

5. Click on the link [Property & Acquisition Specialist 3 - Richland, WA](#) under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume with employment history and education through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.
- Or contact Martha Thomas, Department of Revenue Recruiter, at MarthaT@dor.wa.gov, or (360) 725-7497.

Special Notes

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA) which contains a "union security" provision. This means that, as a condition of employment, you must either join the union and pay union dues or pay the union a representational or other fee within 30 days of the date you are put into pay status.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.